

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**



AIR FORCE INSTRUCTION 91-301

**AEROSPACE MAINTENANCE AND
REGENERATION CENTER
Supplement 1**

1 JULY 1998

Safety

**AIR FORCE OCCUPATIONAL AND
ENVIRONMENTAL SAFETY, FIRE
PREVENTION, AND HEALTH (AFOSH)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement prescribes procedures for flight, ground, and weapons safety programs for units assigned or associated with the center. It applies to all AMARC personnel to include Comptroller (FM), Logistics (LG), Aircraft Management (LA), Plans and Programs (XP) Directorates.

SUMMARY OF REVISIONS:

This is the initial supplement.

AFI 91-301, 1 June 1996 is supplemented as follows:

2.8.9. (ADDED). The AMARC Facilities Office (XPXF) will ensure that safety, bioenvironmental engineering and fire protection staffs are involved in all conceptual stages of all contracts or organic projects. AFMC Form 299, **Safety, Fire and Health Review**, or equivalent form will be completed for all projects.

NOTE 2.9.17. (ADDED). AMARC Safety Office (CC-SE) will act as the primary point of contact for all DOL and Arizona state OSHA visits. CC-SE will notify the AMARC Commander, applicable 355th Wing organizations and MAJCOM when OSHA personnel enter AMARC. In addition, the same organizations will be notified when Nuclear Regulatory Agency, federal or state, inspectors enter AMARC.

2.9.21. (ADDED). IAW AFI 91-301/HQ AFMC Sup 1, paragraph 2.9.21.3.1, all supervisors will implement the Supervisors Safety Surveillance Program (SSSP). The SSSP provides a tool for supervisors to implement, maintain and evaluate their OSH program. The program will include as a minimum those items shown in HQ AFMC Sup 1, para 2.14.4. All supervisors will maintain a SSSP continuity book. The SSSP continuity book minimum contents are listed in attachment 1 to this supplement.

2.14.2.1. (ADDED) Section supervisors will maintain copies of pertinent AFOSH Standards. These standards will be readily available to all assigned, attached or associated employees. Section access to those publications available upon the World Wide Web will be considered to be readily available.

2.14.3. Functional managers and supervisors will ensure that AFOSH program requirements are part of the measurement of subordinate supervisory performance. (See AFI 91-301, paragraph 2.14.17).

2.14.11.1. (ADDED) Job Safety Analysis (JSA), AFMC Form 228, **Job Safety Analysis**, will be completed for all tasks requiring personal protective equipment. JSAs will also be accomplished for occasional tasks or tasks not covered by technical data.

2.14.12.1. (ADDED) Division chiefs will establish a process to ensure industrial process changes and other related production instructions are reviewed by CC-SE prior to implementation.

5.1.1. (ADDED) Those AFOSH Standards which provide universal safety principles will be adhered to by all sections. Example: AFOSH Standard 127-20, *Vehicle Maintenance Shops*, addresses manual handling techniques which are applicable to all lifting activities regardless of organizational function.

7.3.2.1. (ADDED) Specialized safety, fire protection, health training must be documented. Initial training will be documented on the AF Form 55, **Employee and Health Record**. Only fire, health, or safety training will be documented on the AF Form 55. Annual or recurring training may be documented through the computerized training documentation maintained by the Training Office (XPXT). **NOTE:** The supervisor is responsible for providing XPXT with updated training rosters. The rosters will provide the name and date of the training along with the employee's signature or initials.

7.3.2.2. (ADDED) Supervisors with personnel on loan to them will initiate a new AF Form 55 for loaned personnel. Loaned personnel will be provided a safety briefing on all section fire, safety and health hazards, HAZCOM Phase II, and task specific hazards prior to accomplishing the task. Personnel will not be assigned tasks prior to all required safety training being accomplished. Completed AF Form 55 will be forwarded to the loaned employee's permanent supervisor upon termination of the loan. This AF form 55 will be maintained with the employee's records

14.1.4.2.1. (ADDED) Functional managers will provide quarterly updates to CC-SE on all Hazard Abatement Projects for all assigned Risk Assessment Codes (RAC) 1, 2 and 3 projections for which they are responsible. The functional managers will brief those projects at the quarterly Environmental, Occupational Safety and Health Council.

19.1. (ADDED) Functional Managers and supervisors may use AFMC Form 916, **Industrial Safety Memo**, to bring safety concerns and or deficiencies to the attention of other sections or CC-SE. Supervisors issuing AFMC Form 916 will provide CC-SE with a copy of the form and any corrective action generated by the AFMC Form 916.

20. (ADDED) Each center facility manager will request a CPR certified volunteer from the facility to act as a building focal point for emergencies which may require CPR to be administered. The facility manager will identify the volunteer to all building occupants.

Attachment 1**SUPERVISORS SAFETY SURVEILLANCE (SSP) PROGRAM BOOK**

A1.1. The SSSP Program Book will contain the following items:

A1.1.1. Index.

A1.1.2. Listing of specialized EOSH training for the branch. Location of employees' AF Forms 55.

A1.1.3. Listing of all AFOSH Standards which apply to the section and location of the standards.

A1.1.4 List of approved Job Safety Analysis (JSA) completed by the section and the location in which the JSAs may be found.

A1.1.5. Listing of Lock Out/Tag Out actions.

A1.1.6. Completed AFMC Forms 315, **Supervisor Safety Inspection Record**. Completed AFMC Forms 315 will be maintained for 1 year. Supervisory safety inspections will be conducted as needed but not less than monthly for industrial areas and quarterly for administrative areas.

A1.1.7. Completed AFMC Forms 316, **Supervisor Safety Meeting Minutes**. Completed Forms 316 will be maintained for 1 year. Industrial work centers will conduct safety meetings monthly as a minimum. Administrative work centers will conduct safety meetings quarterly as a minimum.

A1.1.8. Annual Safety Inspection reports and or Safety Audits with corrective actions if any. Maintain for 1 year.

A1.1.9. Spot Inspection reports with corrective actions if any. Maintain for 1 year.

A1.1.10. Bioenvironmental surveys and special study results. Corrective actions if any will be maintained with the surveys and study results. Maintain IAW AFMAN 37-139, *Records Disposition Schedule*.

A1.1.11. Public Health surveys and special study results. Corrective actions if any will be maintained with the surveys and study results. Maintain IAW AFMAN 37-139.

A1.1.12. Chronological list of mishaps occurring in the branch. List will contain the date of mishap, individual involved, number of days lost if any, short summary of mishap and corrective action.

A1.1.13. Safety newsletters, safety grams and other safety related articles/items.

OFFICIAL

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